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<p>TO SUPERSEDED BY EI 77-055 EFFECTIVE 12/1/1977</p>		<p>ENGINEERING INSTRUCTION</p>	
<p>PRELIMINARY DESIGN REVIEW BUREAU</p> <p>OCT 30 1974</p>		<p>NEW YORK STATE DEPARTMENT OF TRANSPORTATION</p> <p>SUBJECT: Submission of Engineer's Estimates through the Estimate Handling System</p> <p>Subject Code: 7.26-1-21.05</p>	
<p>Distribution: <input type="checkbox"/> FILE <input type="checkbox"/> DESIGN <input checked="" type="checkbox"/> Main Office <input checked="" type="checkbox"/> Regions <input type="checkbox"/> Special</p>		<p>Code: EI 74-99</p> <p>Date: 10/28/74</p> <p>Supersedes:</p>	
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Since its first inception the Department has made an increasing commitment to the Engineer's Estimate Handling System. With the implementation of the new version of the Contract Accounting System all input must come from the Estimate Handling System. There is a specific program to transfer data from one system to the other which is executed by the Operations Section of Main Office Electronic Data Processing. It is expected that the new Version of the Contract Accounting System will be operational about January 1, 1975. It is, therefore, mandatory that the estimates for all P.S.&E. submitted to be let after that date be set up in the computer before P.S.&E. submission.

Details of the Electronic Data Processing aspects of use of the program are covered in the user documentation for program HE 71500/HIGHWAY. Operational problems encountered in running that program should be referred to the Electronic Data Processing Liaison Engineer.

P.S.&E. SUBMISSION

Engineer Instruction 74-76, dated August 12, 1974, superseded EI 73-49 and updated the material required for P.S.&E. submission. Included in this as new material was the requirement to submit an original and four copies of the project estimate as run by the computer. No effective date or details were given. Submission of the estimates in this form is mandatory beginning with the January, 1975, letting.

It is preferable for the estimates that five copies, instead of an original and four copies, be submitted. In this way the perforations on the terminal printout will not interfere with good pages. All copies are to be full 8½" x 11" pages with not more than 10" of each page occupied by the printing. If one of the estimates (a share or the combined) ends in the middle of a sheet the terminal printout is to be cut and the partial page reproduced on a full sheet. The succeeding share will then start on the top of the next page.

The estimate title sheet, form C-114(1), which has been used at the beginning of each share will continue to be used. A separate C-114(1) is to be filled out and copies made for each share and the combined estimate. If the project has only one share the computer will print out both the share and the combined estimate. In these cases the required copies of the combined estimate and its title sheet must be submitted but only one copy (or the original) of the share need be submitted. In all other cases (those with more than one share) the five

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copies of all shares and the combined must be submitted with five copies of the appropriate title sheets.

Please note that during the implementation period starting in July, 1974, some variation in the content of the computer printout was permitted. This included such things as hand changes to items, etc. Effective for the January, 1975, letting, the terminal printout must contain the project estimate in its complete and correct form. No hand modifications or substitute specifications are acceptable.

SPECIFICATIONS

The main problem in complying with the above is in making sure all necessary specifications are listed in the item files. As described in the program documentation the estimate extension option of the program will not run unless all items are in the specification files. The program can be used, of course, to help develop total project cost figures without this. This can be done by using substitute items. However, when the P.S.&E. is submitted, a complete estimate containing all pay items must be included.

This often necessitates getting the special specifications approved well in advance of P.S.&E. date. For details of this procedure refer to EI 73-50, dated August 20, 1973, and entitled "Originating New Regional Special Specifications for the Estimate Handling System." As this procedure has been in effect well over a year we anticipate no problems in this respect.

RHE:WCD:MRR